



Memorandum

To: Mayor Seei and Members of the City Council
From: Nan Parker, City Secretary
Date: April 11, 2001
Subject: Adoption of State Retention Schedules

In June 1995 the City Council adopted City Records Retention Schedules prepared exclusively for the City of Frisco's records. Since that time, the State Legislature amended the Local Government Act allowing cities to adopt the State's Retention Schedules. Because many new employees to Frisco are familiar with the State's Retention Schedules, I would recommend that the City adopt the Texas State Library and Archives Commission Records Retention Schedules and replace the existing, approved City of Frisco record retention schedules. I believe this would avoid confusion; possible destruction of unscheduled records and create a more effective records management plan for the City of Frisco.

If you have any questions, please feel free to contact me at (972) 335-5551 ext. 124 or e-mail me at Nparker@ci.frisco.tx.us.